

## Research Laboratory Safety Self-Inspection: General Safety Checklists

|                                |                         |
|--------------------------------|-------------------------|
| <b>Principal Investigator:</b> | <b>Department:</b>      |
| <b>Lab Building:</b>           | <b>Inspector Name:</b>  |
| <b>Lab Rooms:</b>              | <b>Inspection Date:</b> |

| <b>Access and Security Questions</b>   | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments or Deficiencies</b><br>* Indicate room where deficiency is identified |
|--|--------------------------|--------------------------|--------------------------|---|
| Is access to the lab restricted to PI's personnel and authorized users only? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

| <b>Electrical Questions</b>   | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               | <b>Comments or Deficiencies</b><br>* Indicate room where deficiency is identified |
|---|--------------------------|--------------------------|--------------------------|---|
| If an electrical panel box is present in the laboratory, is the panel secured and locked and is there a 3-ft clearance around it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are circuit panels, electrical outlets and receptacles covered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are GFCI outlets installed around sinks and other areas where water is used?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are large appliances and high amperage equipment plugged into individual wall outlets, not extension cords?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are experimental set-ups and all electrical equipment free of electrocution hazard?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |
| Are electrical wires from extension cords visible and not run behind ceiling tiles, under carpets, etc.?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |   |

| Facility and Design Questions  | Yes | No | N/A | Comments or Deficiencies<br>* Indicate room where deficiency is identified |
|--|-----|----|-----|--|
| Is floor drain available to direct flow of water from the safety shower upon activation? |     |    |     |  |
| Are all equipment in good working condition?   |     |    |     |  |

| Fire and other Emergencies Questions  | Yes | No | N/A | Comments or Deficiencies<br>* Indicate room where deficiency is identified |
|---|-----|----|-----|--|
| Is Hazard Notification board posted by ALL entrance doors with updated hazard and emergency contact information?  |     |    |     |  |
| Are emergency procedures for fire, chemical spill and chemical exposure available and posted by all exit doors?   |     |    |     |  |
| Is Group Safety Officer for the laboratory and an alternate designated and listed on the Hazard Notification Board?   |     |    |     |  |
| Are lab personnel knowledgeable on building emergency procedure including but not limited to evacuation routes, assembly points, areas of refuge, laboratory shutdown and responsibilities in case an emergency evacuation occur? |     |    |     |  |
| Are walkways and egress paths unobstructed, and exits clearly marked in and within the vicinity of the laboratory?  |     |    |     |  |
| For sprinklered labs, are sprinkler heads unobstructed within 18 inches from the ceiling? For unsprinklered labs, is ceiling unobstructed within 24 inches?   |     |    |     |  |
| Is portable fire extinguisher available, mounted by exit door, unobstructed, checked monthly and monthly checks documented on the hangtag?  |     |    |     |  |
| Are accidents/incidents and near misses reported and documented in the Chemical Hygiene Plan?   |     |    |     |  |
| Is emergency lighting available and comes on to light the egress areas when power goes out?   |     |    |     |  |
| Are flammable chemicals and other combustible materials (paper, cardboard) minimized in the laboratory?   |     |    |     |  |
| Are location of personal protective equipment and safety equipment such as first aid kit, chemical spill kit, fire extinguisher, emergency shower, emergency eyewash conspicuously labeled?                                       |     |    |     |  |

| <b>Occupancy Status Questions</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments or Deficiencies</b><br>* Indicate room where deficiency is identified |
|--|------------|-----------|------------|---|
| Is laboratory officially closed out by EH&S?                                     |            |           |            |   |
| Did the PI of the new laboratory consult with EH&S to complete New Lab Start-up? |            |           |            |   |
| Is the lab actively being used?  |            |           |            |   |

| <b>Work Practices Questions</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments or Deficiencies</b><br>* Indicate room where deficiency is identified |
|--|------------|-----------|------------|---|
| Are food and drink stored and/or consumed only in designated non-laboratory area, away from hazards?                                     |            |           |            |   |
| Are home-type appliances such as microwaves, refrigerators, freezers, ice machines and others designated and labeled "for lab use only"? |            |           |            |   |
| Are human food items used for research designated and labeled "for lab use only"?  |            |           |            |   |
| Are work benches, sinks, other work areas, walkways free of clutter?   |            |           |            |   |
| Are chemical spills cleaned up promptly and completely?  |            |           |            |   |
| Are personal protective equipment used while in the lab and removed before leaving the lab?  |            |           |            |   |
| Are designated computer or office work area away from hazards?   |            |           |            |   |
| Are work areas for use and/or storage of particularly hazardous materials and procedures designated and labeled?                         |            |           |            |   |
| Are unattended operations stable and protected from outside disturbances such as water or power outage?                                  |            |           |            |   |
| Are mechanical pipetting devices available and used in lieu of mouth pipetting?  |            |           |            |   |
| Do lab personnel work with a buddy outside of regular office hours?  |            |           |            |   |
| Are tripping hazards such as electrical cords, gas lines, etc., properly covered and/or barricaded?                                      |            |           |            |   |